



22 September 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2006. The circular for this year, 2006, also contains the results of the mid-year review of hardship locations and entitlements, with an effective date of 1 July 2006. These duty stations are indicated by footnote a in annex II.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served, H and A to E, is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship allowance.

* The present circular will be in effect until further notice.



Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once in every 12 months; and

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. **The present circular supersedes information circular ST/IC/2005/16.**

Annex I**List of countries where duty stations are classified in the
H category**

(Effective 1 January 2006)

Australia
Austria
Belgium
Canada
Cyprus
Czech Republic
Denmark
Estonia
Finland
France*
Germany
Greece
Hungary
Italy
Japan
Latvia
Lithuania
Malta
Netherlands
Norway
Poland
Portugal
Slovak Republic
Slovenia
Spain
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland
United States of America

* Including Monaco.

Annex II

List of duty stations classified in the A to E categories
(Effective 1 January 2006, except where otherwise indicated)

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Afghanistan			
Badghis ^a	E	X	X
Bamyan	E	X	X
Faizabad	E	X	X
Faryab ^a	E	X	X
Gardez	E	X	X
Ghazni	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Kunduz	E	X	X
Maymana	E	X	X
Mazar-e-Sharif	E	X	X
Nuristan ^a	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Shkoder	C	X	X
Tirana	C	X	X
Viore	C	X	X
Algeria			
Algiers	E	X	X
Tindouf	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Angola			
Caxito ^a	E	X	X
Huambo	D	X	X
Kuito Bie	D	X	X
Lobito	D	X	X
Luanda	C	X	X
Lubango	D	X	X
Luena	E	X	X
Malange	E	X	X
M'Banza Congo-Zaire	E	X	X
Menongue (Cuando Cubango)	E	X	X
N'dalatando	E	X	X
Saurimo (Lunda Sul Province)	E	X	X
Sumbe (Cuanza Sul)	E	X	X
Sumbe (N'Gunza)	D	X	X
Uige	E	X	X
Argentina			
Buenos Aires	A	—	—
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	B	X	—
Bahamas			
Nassau	A	X	—
Bahrain			
Manama	B	—	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Bangladesh			
Bandarban	D	X	X
Chittagong	C	X	X
Cox's Bazaar	D	X	X
Dhaka	C	—	X
Khagrachari	D	X	X
Rangamati	D	X	X
Barbados			
Bridgetown	A	—	—
Belarus			
Minsk	A	X	—
Belize			
Belize City	B	X	—
Belmopan	B	X	X
Benin			
Abomey	C	X	X
Bohicon	D	X	X
Cotonou	B	X	X
Lokossa	D	X	X
Ouidah	D	X	X
Parakou	D	X	X
Porto Novo	B	X	—
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	—	—
La Paz	B	—	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Bosnia and Herzegovina			
Banja Luka	A	X	X
Bihać	B	X	X
Bijeljina	A	X	X
Goradze	B	X	X
Livno	A	X	X
Mostar	A	X	X
Sarajevo	A	X	—
Srebrenica	C	X	X
Travnik	A	X	X
Trebinje	A	X	X
Tuzla	A	X	—
Botswana			
Dukwi	D	X	X
Gaborone	A	—	—
Brazil			
Brasilia	A	—	—
Rio de Janeiro	A	—	—
Bulgaria			
Sofia	A	—	—
Burkina Faso			
Ouagadougou	B	—	—
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	E	X	X
Makamba	E	X	X
Muyinga	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Ngozi	E	X	X
Ruyigi	E	X	X
Cambodia			
Banteay Mean Chey	E	X	X
Battambang	D	X	X
Phnom Penh	B	—	—
Pursat	D	X	X
Rattanakiri	D	X	X
Siem Reap	D	X	X
Sihanouk Village	C	X	—
Sisophon	D	X	X
Svay Rieng	D	X	X
Cameroon			
Douala	B	X	—
Garoua	D	X	X
Ngaoundéré	B	X	—
Yaoundé	B	X	X
Cape Verde			
Praia	B	X	X
Central African Republic			
Bangui	D	X	X
Bossangoa/Soumbe	E	X	X
Bouar	E	X	X
Mbaïki	E	X	X
Sibut	E	X	X
Chad			
Abeche	E	X	X
N'Djamena	D	X	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Chile			
Santiago	A	—	—
China			
Beijing	A	—	—
Colombia			
Apartado	C	X	X
Barrancabermeja	C	X	X
Barranquilla	B	X	—
Santa Fé de Bogotá	B	—	—
Bucaramanga	B	X	X
Cali	B	X	—
Cartagena	A	X	—
Manizales	B		
Medellin	B	—	—
Mocoa	C	X	X
Pasto	B	X	—
Puerto Asis (Putumayo)	C	X	X
Quibdo	C	X	X
Tumaco	C	X	X
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Betou	E	X	X
Brazzaville	D	X	X
Impfondo	E	X	X
Pointe-Noire	B	X	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Costa Rica			
Liberia	A	X	—
San José	A	—	—
Côte d'Ivoire			
Abidjan	C	X	—
Bouake	E	X	X
Guiglo	E	X	X
Man	E	X	X
San Pedro	D	X	X
Tabou	E	X	X
Croatia			
Zagreb	A	X	—
Cuba			
Havana	B	X	X
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Aba	E	X	X
Bukavu	E	X	X
Bunia	E	X	X
Gemena	E	X	X
Goma	E	X	X
Ituri	E	X	X
Kahemba	E	X	X
Kalemie	E	X	X
Kimpese	E	X	X
Kimvula	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Kinshasa	C	X	X
Kisangani	E	X	X
Kisenge	E	X	X
Libenge	E	X	X
Lubumbashi	D	X	X
Matadi	D	X	X
Mbandaka	E	X	X
Ngidinga	E	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	—	—
Dominican Republic			
Santo Domingo	A	—	—
Ecuador			
Guayaquil	A	—	—
Ibarra	A	X	—
Lago Agrio (Sucumbios)	D	X	X
Quito	A	—	—
Egypt			
Cairo	A	—	—
Ismailia	A	X	X
El Salvador			
San Salvador	B	—	—
Equatorial Guinea			
Acurenem	E	X	X
Malabo	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Eritrea			
Asmara	D	X	X
Barentu	D	X	X
Dekemhare	C	X	X
Keren	C	X	X
Massawa	E	X	X
Teseney	E	X	X
Ethiopia			
Addis Ababa	C	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Dese	E	X	X
Dire Dawa	D	X	X
Gambella	E	X	X
Harar	E	X	X
Jijiga	E	X	X
Mekele	E	X	X
Mizan	E	X	X
Nazret	C	X	X
Semera	E	X	X
Fiji			
Suva	B	X	X
Gabon			
Franceville	D	X	X
Libreville	A	X	—
Tchibanga	D	X	X
Gambia			
Banjul	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Gaza			
Gaza Town	D	X	X
Georgia			
Akhaltzikhe	D	X	X
Tbilisi	D	X	X
Ghana			
Accra	B	X	—
Ho	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula	B	X	—
Guatemala City	B	—	—
Solola	B	X	—
Guinea			
Conakry	C	X	X
Dabola	E	X	X
Kissidougou	E	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bissau	E	X	X
Gabu	E	X	X
Guyana			
Georgetown	C	—	X
Haiti			
Cap Haitien	D	X	X
Gonaïves	D	X	X
Port-Au-Prince	D	—	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Honduras			
Nacaome	C	X	X
San Pedro Sula	B	X	—
Santa Rosa de Copán	B	X	—
Tegucigalpa	B	—	X
Hong Kong, China			
Hong Kong	A	—	—
India			
Bhopal	C	X	X
Bhubaneswar	C	X	X
Bhub	C	X	X
Calcutta	B	X	X
Chennai (Madras)	A	—	X
Hyderabad	B	—	X
Jaipur	B	X	X
Lucknow	B	X	X
Mumbai (Bombay)	A	—	—
New Delhi	B	—	X
Patna	C	X	X
Indonesia			
Ambon (Maluku)	C	X	X
Banda Aceh	E	X	X
Calang	E	X	X
Jakarta	B	—	—
Jayapura (Irian Jaya)	D	X	X
Jayapura (Papua)	E	X	X
Kupang	D	X	X
Lokseumawe	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Medan	B	X	
Meulaboh	E	X	X
Nias	E	X	X
Palu	C	X	X
Semarang	B	X	—
Simeulue ^a	E	X	X
Surabaya	A	X	—
Ternate	C	X	X
Tual	D	X	X
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Bam	E	X	X
Dogharoun	E	X	X
Kermanshah (Bakhtaran)	C	X	X
Mashad	C	X	X
Tehran	C	X	X
Uromiyeh	B	X	X
Zahedan	D	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Dohuk	E	X	X
Mosul	E	X	X
Sulaymaniah	E	X	X
Israel			
Ashdod	A	X	
Tiberias	A	X	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Jamaica			
Kingston	B	—	X
Port Antonio	A	X	—
Jerusalem			
Jerusalem	B	X	—
Jordan			
Amman	A	—	—
Ruwayshid	D	X	X
Kazakhstan			
Almaty	B	X	X
Astana	C	X	X
Kenya			
Dadaab	E	X	X
Garissa	E	X	X
Kakuma	E	X	X
Lokichokio	E	X	X
Maralal	D	X	X
Mombasa	B	—	—
Nairobi	C	—	—
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	B	—	—
Kyrgyzstan			
Bishkek	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Lao People's Democratic Republic			
Luang Prabang	D	X	X
Sekong	E	X	X
Vientiane	C	X	X
Xam Neua	E	X	X
Xyang-Khoang	E	X	X
Lebanon			
Bekaa-Baalbek	B	X	X
Beirut	B	—	X
Hermel	B	X	X
Naqoura	C	X	X
Saida/Sidon	B	X	X
Tyre (Sur)	B	X	X
Lesotho			
Maseru	C	X	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Gbarnga	E	X	X
Harper (Maryland County)	E	X	X
Monrovia	E	X	X
Saclepea	E	X	X
Tubmanburg	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Libyan Arab Jamahiriya			
Benghazi	B	X	X
Kufra	D	X	X
Sirte	C	X	X
Tripoli	B	X	X
Macao, China			
Macao	A	X	—
Madagascar			
Ambato-Boeni	E	X	X
Antananarivo	B	—	X
Antsirabe	C	X	X
Fianarantsoa	D	X	X
Mahajanga (Majunga)	B	X	—
Tolanara (Fort Dauphin)	D	X	X
Toliara (Tulear)	C	X	X
Malawi			
Bangula ^a	D	X	X
Blantyre	B	X	X
Lilongwe	B	X	—
Mwanza ^a	D	X	X
Malaysia			
Kuala Lumpur	A	—	—
Maldives			
Malé	B	X	X
Mali			
Bamako	C	X	X
Bankass	E	X	X
Koulikoro	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Mopti	C	X	X
Segou	D	X	X
Tonka	E	X	X
Mauritania			
Nouakchott	C	X	X
Mauritius			
Port Louis	A	—	—
Mexico			
Mexico City	A	—	—
Tapachula, Chiapas	B	X	X
Mongolia			
Ulaanbaatar	D	X	X
Montserrat			
Montserrat	C	X	X
Morocco			
Casablanca	A	—	—
El Jadida	A	—	—
Rabat	A	—	—
Settat	A	X	—
Tangiers	A	X	—
Mozambique			
Beira	D	X	X
Chimoio	E	X	X
Maputo	C	X	—
Nampula	C	X	X
Pemba	D	X	X
Tete	D	X	X
Xai-Xai	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Myanmar			
Laokai, Kokang Special Region I	D	X	X
Lashio	D	X	X
Maungdaw	E	X	X
Pangkham	D	X	X
Yangon	C		X
Namibia			
Omatako	E	X	X
Oshakati	C	X	X
Rundu	D	X	X
Windhoek	A	X	—
Nepal			
Biratnagar	D	X	X
Damak	D	X	X
Jhapa	D	X	X
Kathmandu	C	X	X
Nepalgunj	D	X	X
Nicaragua			
Managua	B	—	—
Niger			
Maradi	D	X	X
Mayahi	D	X	X
Niamey	C	X	X
Nigeria			
Abuja	C	X	—
Bauchi	D	X	X
Enugu	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Kaduna	D	X	X
Kano	C	X	X
Lagos	D	X	X
Oman			
Muscat	B	—	—
Pakistan			
Abbotabad ^a	E	X	X
Islamabad	B		X
Karachi	C	X	X
Lahore	B	X	—
Manschra ^a	E	X	X
Mazaffarabad ^a	E	X	X
Peshawar	E	X	X
Quetta	E	X	X
Rawalpindi	B		X
Panama			
Panama City	A	—	—
Yaviza	D	X	X
Papua New Guinea			
Arawa	E	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	—	—
Peru			
Lima	B	—	—

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Philippines			
Davao City	B	X	—
Los Banos	A	X	—
Manila	A	—	—
Qatar			
Doha	B	X	—
Republic of Korea			
Ansan	A	—	—
Seoul	A	—	—
Republic of Moldova			
Kishinev	B	X	X
Romania			
Bucharest	A	—	—
Russian Federation			
Moscow	A	—	—
Nazran	E	X	X
Vladikavkaz	D	X	X
Rwanda			
Butare/Gikongoro	C	X	X
Byumba	C	X	X
Cyangugu	D	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	C	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X

<i>Date station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Saudi Arabia			
Jeddah	B	X	—
Rafha	C	X	X
Riyadh	B	X	—
Wadi Jizan (Gizan)	B	X	X
Senegal			
Dakar	A	—	—
Kedougou	C	X	X
Ziguinchor	C	X	—
Serbia and Montenegro			
Belgrade	A	X	—
Kraljevo	A	X	—
Novi Sad	A	X	—
Podgorica	A	X	—
Pristina	C	X	X
Seychelles			
Mahé/Port Victoria	A	—	—
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Makeni ^a	E	X	X
Zimmi	E	X	X
Solomon Islands			
Honiara	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grants travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Somalia			
Adalei	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Garowe	E	X	X
Gebiley	E	X	X
Hargeisa	E	X	X
Jowhar	E	X	X
Kismaio	E	X	X
Wajid	E	X	X
South Africa			
Johannesburg	A	—	—
Pretoria	A	—	—
Sri Lanka			
Batticaloa	E	X	X
Colombo	B	—	—
Jaffna	E	X	X
Kandy	B	X	—
Kilinochchi	E	X	X
Mannar	D	X	X
Trincomalee	E	X	X
Vavuniya	D	X	X
Sudan			
El Fasher	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Juba	E	X	X
Khartoum	D	—	—
Kosti	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Port Sudan	D	X	—
Wau	E	X	X
Suriname			
Paramaribo	B	X	—
Swaziland			
Mbabane	A	X	—
Syrian Arab Republic			
Aleppo	B	X	X
Damascus	B	X	X
Deir-ez-Zor ^a	B	X	X
Palmyra	C	X	X
Tajikistan			
Dushanbe	D	X	X
Kurgan-Tyube	D	X	X
Thailand			
Ban Mae Sot	B	X	X
Bangkok	A	—	—
Kanchanaburi	A	X	—
Mae Hong Son	C	X	X
The former Yugoslav Republic of Macedonia			
Skopje	A	X	—
Timor-Leste			
Baucau	E	X	X
Dili	D	X	X
Oecussi	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Togo			
Lama Kara	C	X	X
Lomé	B	X	—
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port-of-Spain	A	—	—
Tunisia			
Gafsa	A	—	—
Tunis	A	—	—
Turkey			
Ankara	A	—	—
Silopi	C	X	X
Van	B	X	X
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	X	X
Arua	D	X	X
Entebbe	C	X	X
Gulu	E	X	X
Kampala	C	X	X
Kitgum	E	X	X
Mbarara	D	X	X
Moroto ^a	E	X	X
Moyo	E	X	X
Pader	E	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Ukraine			
Kyiv	A	X	—
Simferopol	C	X	X
United Arab Emirates			
Abu Dhabi	B	—	—
Al-Ain	B	—	—
Dubai	B	—	—
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	B	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Mwanza	C	X	X
Ngara	E	X	X
Zanzibar	C	X	X
Uruguay			
Montevideo	A	—	—
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	A	—	—
Guasdalito	C	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Machiques	C	X	X
San Cristobal	B	X	—
Viet Nam			
Ha Tinh	D	X	X
Haiphong	D	X	X
Hanoi	B	—	X
Ho Chi Minh City	B	X	X
Quang Ninh	D	X	X
Tuyen Quang	D	X	X
West Bank			
East Jerusalem	B	X	X
Elsewhere in West Bank	C	X	X
Hebron	C	X	X
Jenin	C	X	X
Nablus	C	X	X
Tulkarem	C	X	X
Yemen			
Aden	D	X	X
Sana'a	D	—	X
Socotra	E	X	X
Zambia			
Kaoma	E	X	X
Kawambwa	E	X	X
Livingstone	A	X	—
Lusaka	C	X	X
Mongu	E	X	X
Mporokoso	D	X	X
Solwezi	D	X	X

<i>Duty station</i>	<i>Category</i>	<i>Additional education grant travel and reimbursement of boarding costs</i>	<i>Additional shipment of personal effects</i>
Zimbabwe			
Beitbridge	C	X	X
Bulawayo	B	X	—
Harare	C	—	X
Masvingo	B	X	X
Mutare	B	X	X

* New or reactivated duty station effective 1 July 2006.

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, at 1 January 2006

Afghanistan	Kiribati
Albania	Kyrgyzstan
Algeria	Lao People's Democratic Republic
Angola	Lesotho
Armenia	Liberia
Azerbaijan	Madagascar
Bangladesh	Mali
Belize	Mauritania
Bhutan	Micronesia, Federated States of
Burkina Faso	Mozambique
Burundi	Myanmar
Cambodia	Nicaragua
Central African Republic	Niger
Chad	Nigeria
Congo	Pakistan
Côte d'Ivoire	Papua New Guinea
Democratic People's Republic of Korea	Rwanda
Democratic Republic of the Congo	Sierra Leone
Equatorial Guinea	Somalia
Eritrea	Sudan
Ethiopia	Togo
Ghana	Uganda
Guinea	United Republic of Tanzania
Guinea-Bissau	Uzbekistan
Guyana	Viet Nam
Haiti	Yemen
Kenya	



25 September 2006

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **United Nations competitive examination for statistical assistants (2006)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for statistical assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4 of 10 February 1998. The examination is also open to qualified external applicants.
2. The written part of the examination is scheduled to be held in New York in November 2006. Staff members will be advised of the precise date and location.
3. Staff members applying for the examination must, at a minimum:
 - (a) Have passed the United Nations administrative support assessment test or the clerical test in English; **and**
 - (b) Have at least one year of experience in numerical data processing or working with statistics or numerical data in a computerized environment (e.g., using spreadsheets or databases). This experience may be external to the United Nations.
4. In addition to the minimum entrance criteria stipulated above, staff members who sat for a previous statistical clerk/assistant examination must have achieved a mark of at least 25 per cent on the overall score of that examination in order to be eligible to take the 2006 competitive examination for statistical assistants. Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for the statistical assistants examination a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).
5. Staff members will not be allowed to take the examination for statistical clerks/assistants more than four times within a 10-year period.
6. The written examination will consist of one paper covering the following:
 - (a) Basic knowledge of tables, graphs and charts;

* Expiration date of the present information circular: 31 December 2006.

- (b) Logical reasoning.
- (c) Simple mathematics.

7. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed.

8. On the basis of the results obtained in the written examination, the Board of Examiners for statistical assistants will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for statistical assistants at United Nations Headquarters in New York will be filled. Candidates may then be selected depending on the needs of the United Nations and the availability of posts. Vacant posts are advertised in the Galaxy system.

10. Successful candidates selected to fill vacancies will be assigned as statistical assistants for a trial period of one year, which may be extended for another year. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to their posts at their previous levels or assigned to a similar post in a different area.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for statistical assistants, General Service and Related Categories Staffing Unit, Staffing Service, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017 by 16 October 2006. Owing to the temporary relocation of the Unit, in October 2006, staff members are strongly encouraged to submit their application by fax (917-367-0586) or by e-mail at the following address: statistics-exam2006@un.org. Written proof of educational qualifications obtained must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2006 competitive examination for statistical assistants*Please type or print legibly.*

Last name (family name):

First name:

Nationality:

Sex: ☐ F ☐ M Index No.: Category: Present level:

Type of appointment: Fixed-term: ☐ Probationary: ☐ Permanent: ☐

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry in the United Nations Secretariat: Day: Month: Year:

Have you taken this examination before? No ☐ Yes ☐ If yes:

In 19 In 19 In 19 In 20 In 20

Main language (mother tongue):

Duty station:

Department/Office: (write in full)

E-mail address:

Room No.: Telephone No.:

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of statistics and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date: _____ Signature: _____



27 September 2006

Information circular*

To: Members of delegations and staff

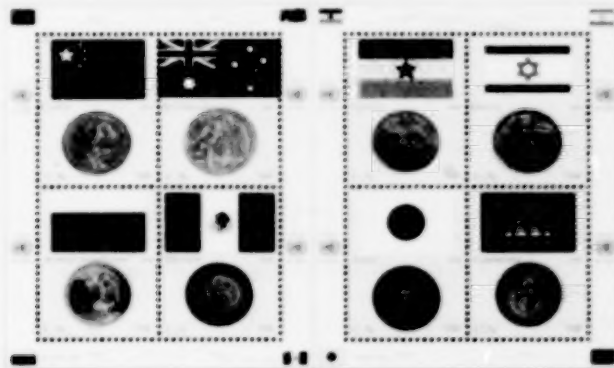
From: The Under-Secretary-General for Management

Subject: **First day of issue — 5 October 2006: "Coin and Flag" stamps series****Commemorative stamps**

1. The United Nations Postal Administration (UNPA) is excited to announce the launching of its new "Coin and Flag" series. The series, which is expected to run for approximately eight years, will feature 24 Member States each year, until all 192 Member States have been represented. The first set of 24 commemorative stamps will be issued on 5 October 2006.

2. The Member States represented on the 2006 "Coin and Flag" stamp sheets are as follows: Afghanistan, Australia, Austria, Belgium, Cambodia, Denmark, Cape Verde, China, Gambia, Germany, Ghana, Haiti, Israel, Italy, Japan, Lebanon, Luxembourg, Mexico, Netherlands, New Zealand, Pakistan, Russian Federation, Switzerland and Uganda.

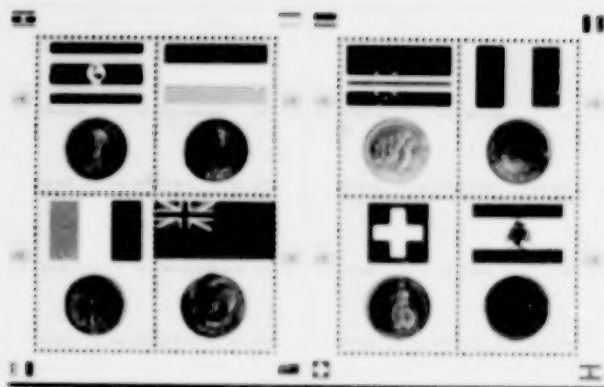
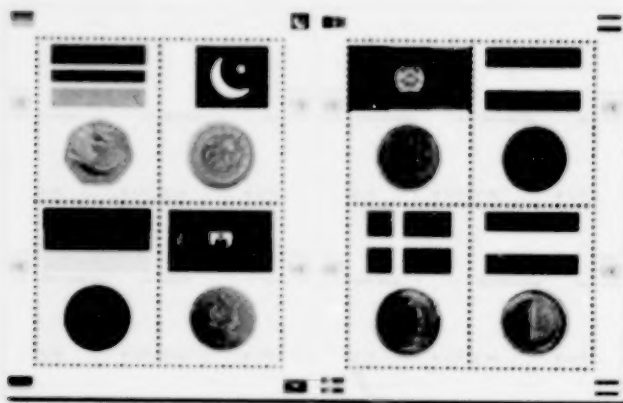
3. The three mini-sheet formats, consisting of two panes of four stamps, will each accommodate eight different coins and flags and will be issued in the denominations of 39¢, F.s. 0.85 and €0.55. (United States equivalents: F.s. 0.85: 70 cents and €0.55: 71 cents subject to exchange rate fluctuation.)

*United States-denominated sheet*

* Expiration date of the present information circular: 5 November 2006.

06-54050 (E) 021006



*Swiss franc-denominated sheet**Euro-denominated sheet*

4. For the first time since United Nations stamps began to be issued in 1951, UNPA will incorporate in them an ultraviolet luminescent mark, beginning with the first in the new series of United Nations coin and flag stamps that will be issued on 5 October 2006.
5. For the duration of the series, a special collection folder containing one mint single stamp of each of the coin and flag stamps issued each year will be available. The folder is in tri-fold format and will consist of six panes of stamps and mounts.

General information

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 5 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby, in front of the windows between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

7. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

8. Information on United Nations stamps can be accessed on the Internet at <http://unstamps.un.org>.

**Secretariat**

5 October 2006

Information circular*

To: Members of the staff
From: The Under-Secretary-General for Management
Subject: **Composition of the Panel on Discrimination and Other Grievances at Headquarters**

1. The purpose of the present circular is to inform the staff that, on the recommendation of the Joint Advisory Committee, the Secretary-General has appointed the membership of the Panel on Discrimination and Other Grievances at Headquarters.

2. The members are:

Zehra Aydin

Bryan Black

Tonderai Chikuhwa

Irmina Jose

Franz Kolar

Wing-Yee Pavlosky

Sheryl Simmons

Rosemarie Waters

3. The secretariat of the Panel on Discrimination and Other Grievances at Headquarters is located in room S-2733C. Alexandria Toth is Secretary of the Panel. She may be contacted at extension 3-3835.

4. The present circular supersedes information circular ST/IC/2001/99 of 13 December 2001.

* The present circular will be in effect until further notice.



**Secretariat**

18 October 2006

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Time off for voting on United States Election Day**

1. Staff members of United States nationality wishing to exercise their right to vote on Tuesday, 7 November 2006, should try to do so outside their normal working hours. Those who are unable to do so may ask the executive officer of their department or office for up to two hours of time off. Executive officers will grant any such requests consistent with the exigencies of the service.
2. Any absence from duty not specifically authorized, including any absence beyond the allowable two-hour maximum, will be treated in accordance with the provisions of staff rule 105.1 (b) (ii).

* Expiration date of the present information circular: 10 November 2006.



**Secretariat**

20 October 2006

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Official holidays for 2007 at United Nations Headquarters**

In accordance with General Assembly resolution 52/214 A of 22 December 1997 and decision 52/468 of 31 March 1998, the 10 official holidays for 2007 at Headquarters have been designated as follows:

1 January	New Year's Day
19 February	President's Day
6 April	Good Friday
28 May	Memorial Day
4 July	Independence Day
3 September	Labour Day
12 October	Eid al-Fitr (observed)
22 November	Thanksgiving Day
20 December	Eid al-Adha
25 December	Christmas Day

* Expiration date of the present information circular: 31 December 2007.



**Secretariat**

23 October 2006

Information circular*

To: Members of the staff at Headquarters
From: The Assistant Secretary-General for Human Resources Management
Subject: **Language and communications programme at headquarters — 2007**

1. Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11. The purpose of these courses is to provide staff members with the opportunity to learn the official languages of the Organization and to use them in their work. To further enhance the ability of staff members to perform their jobs with greater competence and to expand their linguistic skills for professional development, special courses that concentrate on a specific skill, such as drafting or giving presentations, are offered.

2. The purpose of the present circular is to advise staff members of the registration dates and schedules for the United Nations language and communications programme at Headquarters.

I. 2007 course calendar

3. The 2007 course calendar is as follows:

(a) *January 2007 term*

Language classes:	2 January-23 March
End-of-term examinations:	26-30 March

(b) *April 2007 term*

Language classes:	16 April-6 July
End-of-term examinations:	9-13 July

* Expiration date of the present information circular: 31 December 2007.



(c) *September 2007 term*

Language classes:	10 September-30 November
End-of-term examinations:	3-7 December

II. Registration

4. The registration schedule for language and communications courses is as follows:

(a) *Registration for the January 2007 term*

30 October-10 November 2006

(b) *Registration for the April 2007 term*

20 February-2 March 2007

(c) *Registration for the September 2007 term*

4-15 June 2007

27-31 August 2007

Registration procedure

5. New participants may enrol for a language course during the registration period in room DC2-200, between 10 a.m. and noon, or in room S-606, on the 6th floor of the Secretariat building, between 1 and 3.30 p.m. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register. Students may not register for more than two courses (one regular or accelerated course and one special course or two special courses) without the permission of the coordinator.

6. Once registered, participants will be given an opportunity in class, before the end-of-term examination, to renew their registration for regular courses in subsequent terms. Participants are advised that, if they fail to register at that time, they may be dropped from the programme unless they have submitted a written explanation of their special circumstances to the appropriate language coordinator.

7. All participants, whether new or continuing, who wish to take part in regular classes or special courses, must register in room S-606 or room DC2-200. In the case of special courses, if a specific one is oversubscribed, priority will be given to staff members and applicants who have not taken the course before.

8. Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

Language of study

9. Prospective participants are advised to exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, as they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the prior authorization of the officer-in-charge of the language and communications

programme. Students in the programme must write to the officer-in-charge to request such a change.

Notification of enrolment

10. Staff members and other participants whose registration is current or who have enrolled during the designated registration period should check the class lists, which will be posted on the 6th floor of the Secretariat building, in the SA-B classroom area, and on the 2nd floor of the DC-2 building during the week before the beginning of each term.

Cancellation of registration

11. Participants who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 between 1.30 and 3.30 p.m. within the first two weeks of the term. If those students wish to re-register for the same course in a subsequent term, they must do so in person during the designated registration period. Paying participants who cancel their registration after this two-week period will be considered participants for the term and will be charged the full fee for each course in which they have registered (i.e., no tuition fees are refunded after the second week of classes). Furthermore, they will be treated as repeaters when they register for the same course in a subsequent term. A student who attends more than 75 per cent (9 of 12 weeks) of the classes but fails the end-of-term exam or prefers to repeat the level may have the repeater's fee waived. In the case of special courses, as long as a student has attended more than 75 per cent of the classes, he or she may repeat the special course as long as there is space available. A student who attends less than 75 per cent of the special course may not re-enrol the following term unless the absences were due to illness (certified) or an unplanned mission, for which an explanatory note from the supervisor is required.

12. As at January 2006, new rates apply, as follows: five-hour courses **\$550**, four-hour courses **\$500**, three-hour courses **\$450**, two-hour courses **\$300**, one-hour courses **\$150**.

III. Language courses

13. Three types of language courses are offered each term: regular, accelerated and special. In addition, the language and communications programme designs and conducts special job-related language courses to meet specific language needs at the request of departments.

Regular courses

14. Regular courses meet for one-hour periods, three or four times a week, depending on the level. Regular courses offered in the evenings meet twice a week for 1 1/2 hours. Classes are offered at the following times:

Before work: 8.30 a.m.

Lunch hour: 12 noon, 1 p.m. and 2 p.m.

After work: 5.45 p.m. (6.15 p.m. during the General Assembly session)

15. Not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration. Every effort will be made to place registrants according to the time preferences they indicate; however, since the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

16. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 8.30 to 9.30 a.m.

IV. Special communications skills

17. To address the needs of the Organization for staff members to develop their communication skills for work-related purposes, courses have been developed, as indicated in the report of the Secretary-General on the implementation of the strategy for the management of the Organization's human resources and other human resources management issues (A/59/263).

18. The writing training component of the communications skills course addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. Writing workshops, which include courses in drafting letters and memorandums (English and French) and report writing, may take place from 3 to 5 p.m. or from 5.45 to 7.45 p.m. (6.15 to 8.15 p.m. during the General Assembly) one day a week. In addition, presentation skills courses (English and French) are offered to develop the ability of staff members to speak more effectively before groups. Special language workshops that enable participants to focus on and improve their abilities in specific skill areas are offered on a rotating basis. At the time of registration, participants may check which workshops are available in the language they wish to study.

19. For a description of these courses, staff members are requested to consult the Staff Development Programme site of the Office of Human Resources Management (<http://iseek.un.org/m210.asp?dept=551>) on the United Nations Intranet under the heading "Learning Section/Staff Development Programme Descriptions" or the Staff Development Programme booklet.

V. Additional information

Lunch-hour attendance of language courses

20. Supervisors are requested to permit staff members who attend classes during their lunch hour 20 minutes for a quick meal before resuming their work.

Absenteeism

21. Participants are advised that those who fail to attend class during the first week of the term will be dropped from the class list and that their places may be allotted to persons on the waiting list unless they have informed the language coordinator in writing. Absences from class during the term should be explained in writing to the appropriate language coordinator.

Course materials

22. Participants will be informed on the first day of class of the materials that will be used during the course. Textbooks assigned for specific language courses may be available for purchase under special arrangements with vendors or in the United Nations bookshop, located in room GA-032A in the General Assembly building. Language coordinators will advise students about how to obtain course materials.

End-of-term examinations

23. Examination schedules are posted during the last month of classes. Participants are advised that examinations are an integral and mandatory part of the language programme. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted an adequate written explanation to the appropriate coordinator in advance of their absence.

24. Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which participants must pass to be able to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term.

25. Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying and must complete a request form.

26. Participants who choose to repeat a level irrespective of their grade on the final examination should inform their teacher accordingly at the end of the course period in order to be re-enrolled at the same level. A repeater's fee will be charged.

Language proficiency examination

27. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources. The application to take this examination must be made separately. Further details are available at www.unlpe.org.

VI. Enquiries

28. The information desk in the Secretariat building, located in room S-606, is open for enquiries Monday to Thursday from 1.30 to 3.30 p.m. The website address is www.un.org/depts/OHRM/sds/lcp/.

29. The following is a list of telephone numbers to call for information:

Françoise Donini

Acting Officer-in-Charge of the language and communications programme:
212 963 7019

Joyce Lewis-Svensson

Staff Development Assistant, language and communications programme:

212 963 8928

Ponvirak Ouch

Training Assistant, language and communications programme:

212 963 7056

Pedagogical enquiries and appointments with language coordinators and head teachers:

Samia Montasser, Arabic Coordinator: 212 963 9506

Yong Ho, Chinese Head Teacher: 212 963 2481

Carlos Islam, English Coordinator: 212 963 2985

Claire Lerognon/Naima Charafi, French Co-Head Teachers:

212 963 3828/212 963 1133

Alla Padalka, Russian Head Teacher: 212 963 7063

Eva Garcia, Spanish Coordinator: 212 963 7026

Teachers' room (1B-24): 212 963 2188

Teachers' room (DC2-0203): 212 963 2480

Fax machine number for the language and communications programme office,
room S-606: 212 963 6016

The office hours of language coordinators are posted outside rooms S-606 and DC2-200.